

SAM – OFFICE REVOLVING FUNDS

SALARY ADVANCES

8118

(Revised 12/2011)

Revolving fund checks may be issued to compensate employees for time worked under the following circumstances:

1. Salary advances under the conditions in SAM section [8595](#).
2. Situations where the regular payroll warrant should not be issued to the employee. For example:
 - A department withholds amounts from an employee.
 - The regular payroll warrant is incorrect.